

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board of Education. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/10-21.9(c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Superintendent shall develop and maintain a current, comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision. The criminal background investigations in compliance with 105 5/10-21.9, shall be instituted prior to contact with students for the following persons:

1. School District Employees: All certified and non-certified applicants for employment, as provided in the statute, shall, as a consideration of employment, authorize a criminal background investigation by the School District.
2. Contract Employees: All employees of persons or firms who hold a contract with the School District, and have direct daily contact with students, shall authorize a criminal background investigation by the School District prior to commencing any contract work for the School District.
3. Other Persons: All other persons who have regular direct and unsupervised contact with students shall authorize a criminal background investigation prior to commencing any contact with students. This shall include, but is not limited to, contract employees, volunteers, and social agency personnel.

Regular direct contact with students shall mean contact which is scheduled or planned for more than three contacts or is likely to occur on a regular or irregular continuing basis. Unsupervised contact shall mean student contact that is not continuously observed by school personnel. Any person for whom a criminal background investigation is not required shall have reasonable periodic supervision by school personnel. Law enforcement agencies, emergency personnel, and the Department of Children and Family Services investigators shall be exempt from this requirement. The School District shall pay from its fund all fees required to be paid in connection with the obtaining of a criminal background investigation.

In exceptional circumstances upon the application to the Superintendent, a criminal background investigation may be waived for any individual covered under paragraph 3, Other Persons, but only if

EXHIBIT A
to AGENDA ITEM 10-25-2010

reasonable periodic supervision by school personnel is provided. Criminal background investigations not performed in accordance with the requirements of The School Code are not acceptable unless a waiver by the Superintendent is granted pursuant to this paragraph.

This policy shall apply to all curricular and extracurricular events authorized by the School District.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in § 10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board of Education.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Re-Classification, Transfer and Modification of Job Description and Job Titles.

The Superintendent or its designee is responsible for making recommendations to the Board to re-classify, transfer, and/or modify job descriptions and job titles. This policy applies to any District employee, including employees subject to a collective-bargaining agreement.

EXHIBIT A
to AGENDA ITEM 10-25-2010

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and
5/24-1 et seq.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1st Dist. Ill. 1985),
aff'd in part and remanded 505 N.E.2d 314 (Ill. 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (2nd Dist. Ill. 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (1st Dist. Ill. 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal
Employment Opportunity and Minority Recruitment), 5:40 (Communicable and
Chronic Infectious Disease) 5:280 (Education Support Personnel – Duties and
Qualifications)

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